

**MINUTES of MEETING of the MIDLOTHIAN COUNCIL PERFORMANCE REVIEW****AND SCRUTINY COMMITTEE** held in the Council Chambers, Midlothian House,

Buccleuch Street, Dalkeith on Tuesday, 4 June 2013 at 11.00 am.

**Present:-** Councillors Milligan (Chair), Baxter, Bennett, Imrie, Muirhead  
Montgomery, Pottinger, Rosie and Russell .**Apologies for Absence:-** Councillors Boyes and Wallace.**1 Order of Business**

The Clerk advised that additional reports had been submitted in respect of “call Ins” of Cabinet decisions of 28 May 2013 had been received in respect of (a) Public Conveniences Review; and (b) Council House Building Programme Phase 2, which were dealt with as shown in paragraphs and hereof.

**2 Declarations of Interest**

No declarations of interest were intimated at this stage of the meeting.

**3 Minutes**

The Minutes of Meeting of 23 April 2013 were submitted and approved as a correct record.

**4 Inspection of Hawthorn Children’s Centre**

With reference to paragraph 4 of the minutes of the Cabinet of 16 April 2013 2013, there was submitted report, dated 24 May 2013, by the Director, Corporate Resources, incorporating a report dated 6 March 2013, by the Director, Education and Children’s Services, outlining the outcome of an inspection carried out at Hawthorn Children’s Centre, Mayfield Centre by the Care Inspectorate in November and December 2012.

The evaluations for Hawthorn Children’s Centre were as follows:-

Ensure that Service Users Health and Wellbeing Needs are met – Grade 6 - Excellent;

Quality of Care and Support - Grade 6 – Excellent;

Quality of Environment - Grade 5 – Very Good;

Quality of Management and Leadership - Grade 5 – Very Good; and

Service Users Participate in Improving Services - Grade 6 – Excellent.

The Care Inspectorate Report had concluded that that management and staff at Hawthorn Children and Families Centre were committed to ensuring that they met the aims and objectives of the Centre. The level of forethought and dedication to the support needs of new and existing families were evidenced in the high quality care and support provided.

### **Decision**

- (a) To note the content of the inspection report;
- (b) To congratulate the Management and staff connected with Hawthorn Children and Families Centre on the excellent work being carried out at the Centre; and
- (c) To note that, whilst acknowledging the excellent work being carried out at the Centre, the Council would continue to challenge, support and monitor the service in relation to achieving excellence through further improving performance.

(Action: Director Education and Children's Services).

## **5 Scotland's Climate Change Declaration Annual Statement to Convention of Scottish Local Authorities**

With reference to paragraph 7 of the minutes of the Cabinet of 16 April 2013 2013, there was submitted report, dated 24 May 2013, by the Director, Corporate Resources, incorporating a report, dated 21 March 2013, by the Head of Planning and Development which, in turn, incorporated the Council's latest statement to CoSLA on climate change action being undertaken by the Council. The statement had been endorsed by the Cabinet.

### **Decision**

To also endorse the statement to CoSLA on climate change action being undertaken by the Council.

(Action: Head of Planning and Development).

## **6 "Call-in" from Meeting of Cabinet on Tuesday 28 May 2013: Midlothian Public Toilets**

With reference to paragraph 17 of the Minutes of the Cabinet, dated 28 May 2013 there was submitted report dated 30 May 2013 by the Director, Corporate Resources, incorporating a notice of "Call-In" under paragraph 4.2 of the Scheme of Administration (Standing Order No 7), relating to the Cabinet's decision concerning public toilet provision in Midlothian and in particular to reduce the cleaning specification thereof. The report considered by the Cabinet on 28 May 2013 was also submitted for information purposes.

The report advised that as a result of the Cabinet's decision of 28 May 2013, the current position was that public convenience provision would be unaltered meantime but that a reduced specification in respect of staffing levels and transport would realise an annual net saving of £20,000 but consequentially would require savings of £65,000 to be identified elsewhere.

In answer to questions from Members, the Head of Properties and Facilities Management advised that research into the possible provision of alternative facilities by way of the utilisation of commercial premises had shown that none were suitable for this purpose and this option had therefore been discounted and that notwithstanding the reduced specification, the frequency and level of cleaning of public conveniences would be unaffected.

Thereafter, members questioned the Head of Properties and Facilities Management on a number of aspects in relation to this issue including staffing levels; the calculation of savings; and staff consultation.

### **Decision**

To recommend to the Cabinet:-

- (a) That a full risk assessment of implementing the Cabinet's decision of 28 May 2013 be undertaken;
- (b) That a full explanation be provided on how the reduction in staffing levels approved by the Cabinet, including the revised cleaning rota, can equate to no reduction in service;
- (c) That it explain how the difference between the budget saving of £85,000 approved by the Council on 18 December 2012 and the budget saving of £20,000 approved by the Cabinet on 28 May 2013 would be achieved; and
- (d) That it agrees to call for a report, encompassing the issues referred to in (a) – (c) be presented to the Council at the earliest opportunity.

(Action: Legal and Secretariat Manager/ Head of Properties and Facilities Management).

### **Declaration of Interest**

Councillor Montgomery advised that, in respect of one of the sites (Jackson Street, Penicuik) which formed part of the business referred to in paragraph 7 hereunder, he was a "notifiable neighbour".

## **7 "Call-in" from Meeting of Cabinet on Tuesday 28 May 2013: Council House Building Programme Phase 2**

With reference to paragraph 11 of the Minutes of the Cabinet, dated 28 May 2013 there was submitted report dated 30 May 2013 by the Director, Corporate Resources, incorporating a notice of "Call-In" under paragraph 4.2 of the Scheme of Administration (Standing Order No 7), relating to the Cabinet's decision concerning Council House Building Programme Phase 2 with particular reference to the mix of house types proposed for various sites and the

procurement methodology used for the appointment of architects and contractors. The report considered by the Cabinet on 28 May 2013 was also submitted for information purposes.

The Head of Properties and Facilities Management explained in detail the process followed in securing architectural services and contractors for the respective developments. He explained that the processes were intended to provide generic house types whilst also securing best value for the Council; that a pool of contractors would be established by this method; and that “smaller” contractors were still in a position to submit tenders.

In regard to determining the housing mix, the Head of Housing and Community Safety explained that this had been determined based on the housing needs analysis undertaken in 2012. The housing mix ratio was 48% houses and 52% flats, of which 38% were two bedroom flats. The number of flats proposed in respect of the development of the site at Jackson Street, Penicuik was 52, of which 24 would be single bedroom units. An exercise to determine current housing demand/need was presently being undertaken but was not expected to be completed until the end of July 2013. The data used to determine the housing mix had not taken into account the potential effects of Welfare Reform.

### **Decision**

To recommend to the Cabinet, that as soon as was practicable, that it review the housing mix approved at its meeting on 28 May 2013, in the light of the review of housing demand/need currently being undertaken by the Head of Housing and Community Safety.

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Councillors Bennett (12.00); Montgomery (12.20pm); and de Vink (12.20pm) left the meeting during discussion during discussion of the foregoing item

## **8 Single Equalities Scheme (SES) Final Performance/Progress Report Q4 2012/13**

There was submitted report, dated 23 May 2013, by the Chief Executive, updating the Committee on performance/progress against the Council’s Single Equality Scheme and Action Plan at the end of Quarter 4, 2012/13. The report detailed performance against the action plan and advised that of the four 2012/13 actions in the report three (75%) were complete and one (25%) was off target at 95% complete.

### **Decision**

To approve the Single Equalities Scheme Quarter 4 2012/13 Performance and Progress report.

(Action: Chief Executive)

The meeting terminated at 12.21 pm.